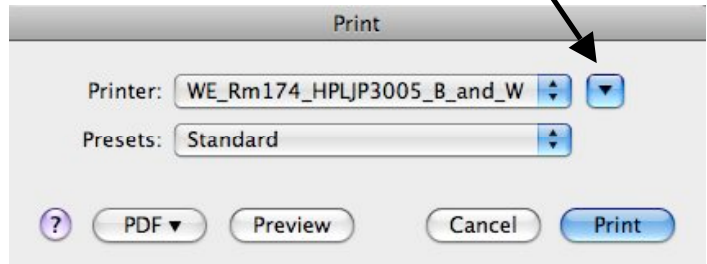


Secure Printing to the Office Xerox Machine & Room 129C Xerox Machine
AND
Removing the Cover Sheet Before Printing

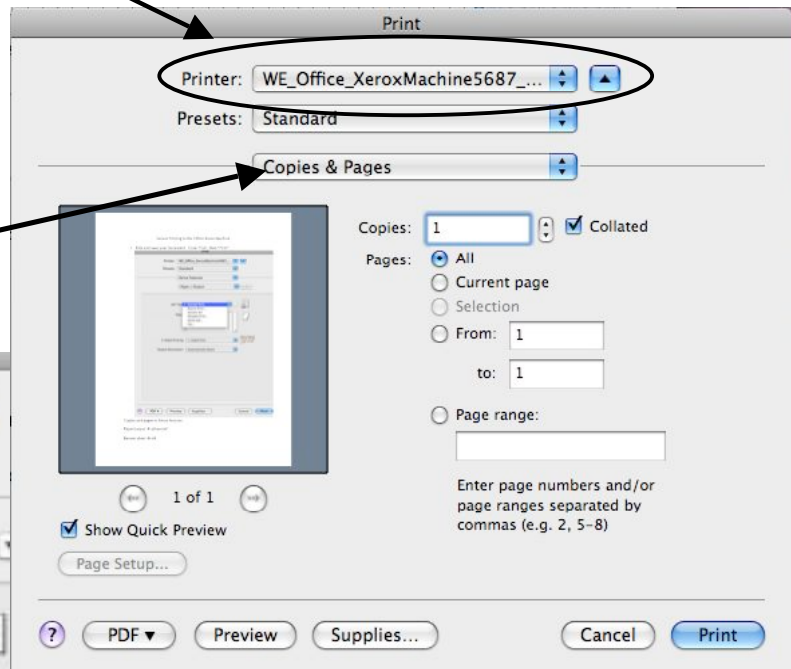
Title and save your document. Click “File”, then “Print”

If your print window looks like this, expand the view by clicking on the arrow.

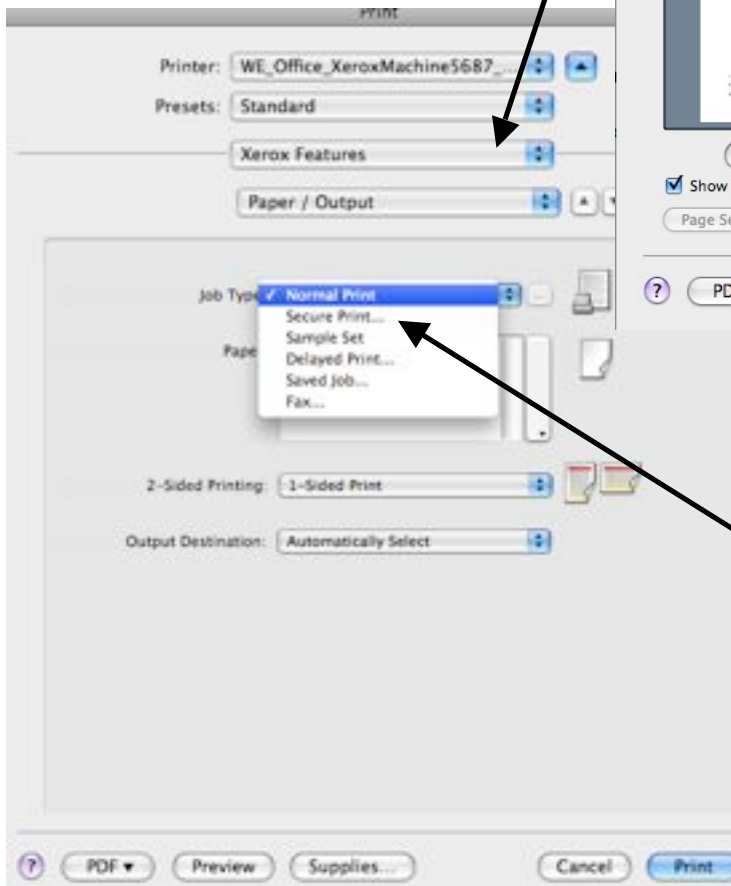


Choose WE_Office_XeroxMachine5687 to print to the office, or WE_RM129c_XeroxMachine 4250 to print to that location.

The print window should look like this:




Click on “Copies and Pages”, and drop down to “Xerox Features”.



The “Xerox Features” window looks like this. Find “Job Type” and drop down from “Normal Print” to “Secure Print”

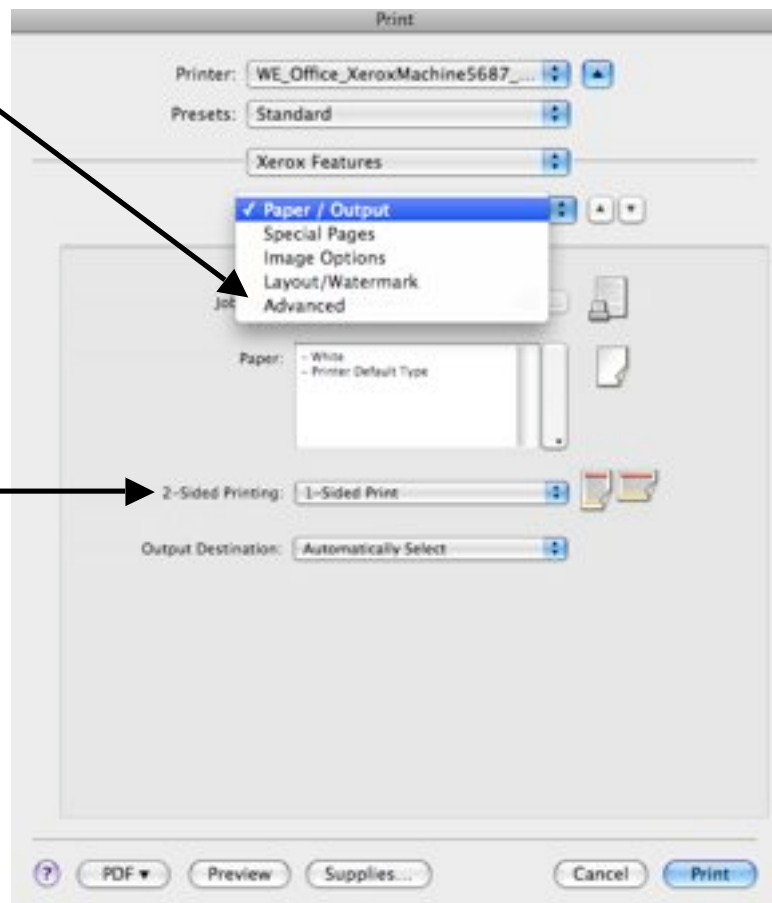
A window opens asking for a passcode. Use any number (minimum four-digits) such as your mailbox number or your classroom number with a zero; use a number you will easily remember. You will use this number to release your print job at the Xerox machine.



The 'Secure Print' dialog box is shown. It has a title bar 'Secure Print'. Inside, there is a padlock icon next to a 'Passcode:' label and a text input field. To the right of the input field is the text '(4-10 Digits)'. Below this is a 'Confirm Passcode:' label and another text input field, also with '(4-10 Digits)' to its right. A hint text at the bottom reads: 'Hint: After submitting the job, go to the printer Control Panel, select the job from the list, press 'Release' and enter this Secure Print Passcode to retrieve your job. (Contact System Administrator for minimum Passcode length.)'. At the bottom are a help icon (question mark in a circle), a 'Cancel' button, and an 'OK' button.

BEFORE pressing the print button, find "Paper/Output" and drop down to "Advanced"

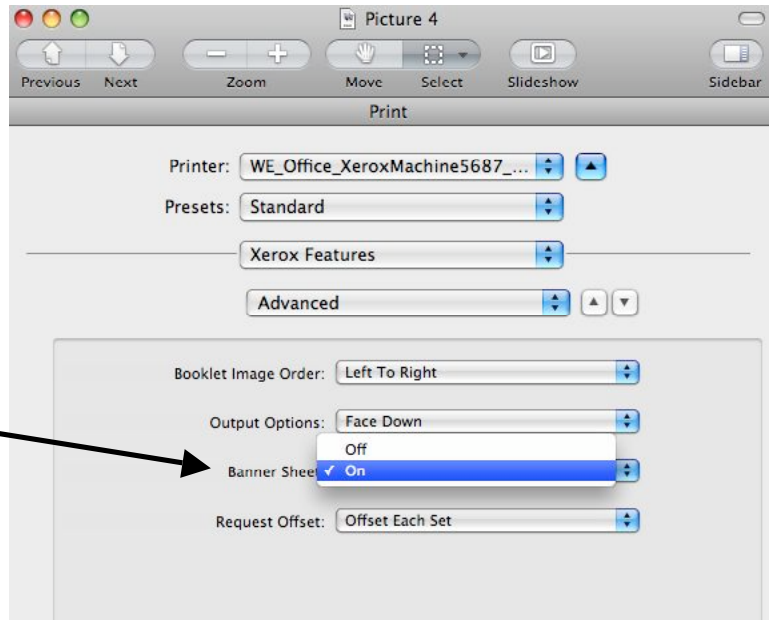
(Notice that under Paper/Output you can also choose 2-sided printing)



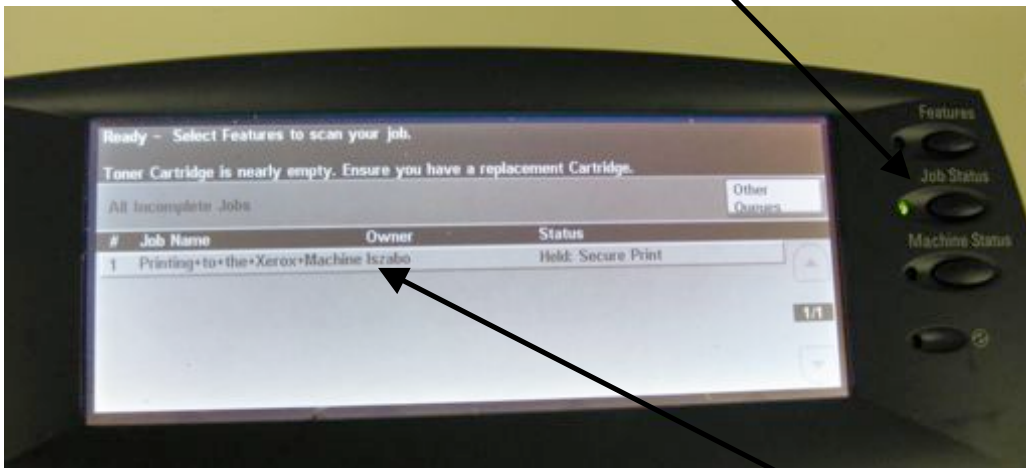
The 'Print' dialog box is shown. It has a title bar 'Print'. Fields include 'Printer:' (WE_Office_XeroxMachine5687_...), 'Presets:' (Standard), and 'Xerox Features:' (expanded). The 'Paper / Output' menu is open, showing options: 'Paper / Output' (checked), 'Special Pages', 'Image Options', 'Layout/Watermark', and 'Advanced'. Below the menu, 'Paper:' is set to 'White' (Printer Default Type). '2-Sided Printing:' is set to '1-Sided Print'. 'Output Destination:' is set to 'Automatically Select'. At the bottom are buttons: a help icon, 'PDF' (with a dropdown arrow), 'Preview', 'Supplies...', 'Cancel', and 'Print'.

Change "Banner Sheet" from "On" to "Off"

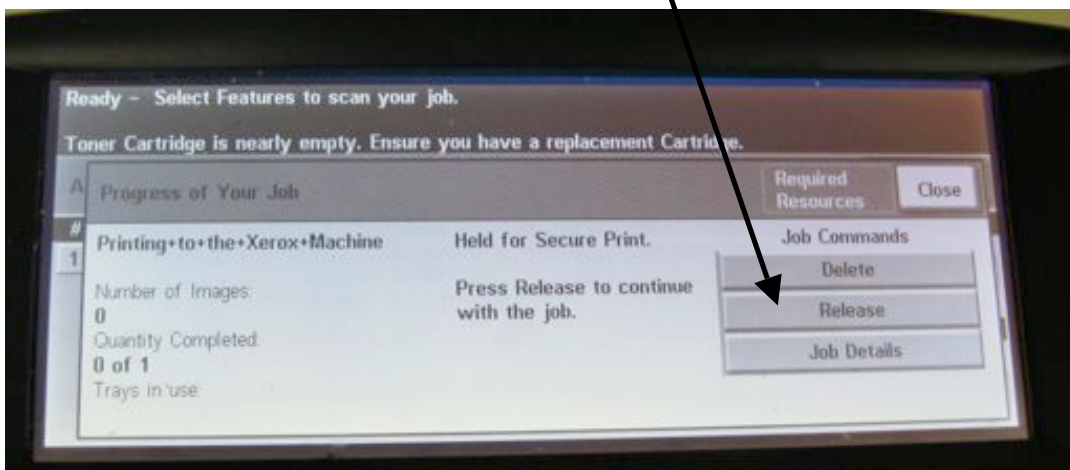
Click Print.



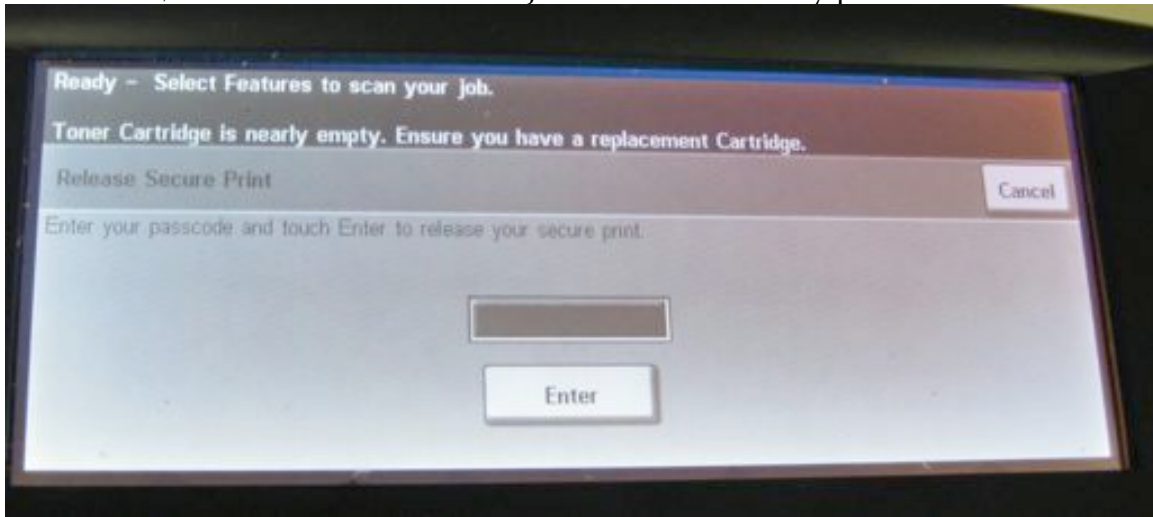
Walk to the Office Xerox machine. Choose the "Job Status" button.



A new window appears. You will find your job under "Job Name". Touch it to select your job. In the next window, select "Release".



Next, you will be prompted for your passcode. Type in the four-digit number you used above, and select "Enter". Your job will automatically print.



Clear the Secure Print window by pressing the "Features" button on the Xerox machine.